

# CORONAVIRUS-RELATED DISTRIBUTION FORM

## Ohio Carpenters' Annuity Plan

PARTICIPANT'S NAME	SOCIAL SECURITY NO.

Under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), **you are eligible to request a distribution from the Plan through June 30, 2020 of 50% of your vested account balance up to a maximum of \$15,000\*** if you can certify that any of the following criteria are true:

- You, your spouse, or your dependent have been diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (COVID-19) by a test approved by the CDC (Centers for Disease Control), or
- Due to the coronavirus, you suffered adverse financial consequences because of:
  - Being quarantined, furloughed, laid off, or having your work hours reduced, or
  - Your inability to work due to lack of childcare, or
  - The closing of or reduction of hours with respect to a business you own or operate, or
  - Other factors as provided in guidance issued by the Internal Revenue Service

**Coronavirus-related distributions must be paid by December 31, 2020.** Please make sure you return the form to allow for sufficient time to process your request before the deadline.

This special distribution is taxable but may be included in your income spread out evenly over a three-year period. Unless you elect otherwise, you will be subject to 10% withholding for federal income taxes, plus any applicable state tax withholding. The 10% early withdrawal penalty does not apply, and the distribution may not be rolled over directly to an IRA or retirement plan. This coronavirus-related distribution may be paid back to a retirement plan or IRA in single or multiple payments over three years.

\*A maximum of \$15,000 may be distributed to you, counting all distributions from this plan and any other plans or IRAs in which you participate. It is your responsibility to make sure the total amount of your coronavirus-related distributions does not exceed \$15,000.

### I. AMOUNT OF WITHDRAWAL REQUEST

**NOTE:** You may obtain the dollar amount of your account available for withdrawal by contacting John Hancock. If a portion of your account is invested in a brokerage account and the amount you request exceeds the available amount in the standard investment options, you will need to liquidate the appropriate amount from your brokerage account and transfer those funds back to the standard investment options before you submit this form.

**I request a distribution from my available vested account in the amount of:**

**\$\_\_\_\_\_ (fill in dollar amount)**

- If the amount available to withdraw is less than the amount you requested, you will receive your entire available amount.
- Any amount paid to you will be reduced by applicable taxes.

### II. TAX WITHHOLDING ELECTION

You may elect to have (or not have) federal income tax withheld from your distribution by checking Option A or B below.

If you elect to have no amount withheld, or if you do not have enough federal income tax withheld, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. You should consult your tax advisor for more information.

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**NOTE:** If no election is made, 10% will automatically be withheld from your distribution for federal income tax, and the appropriate percentage will be withheld for state income tax (if applicable).

**Elect One**

- A.** I **elect** to have federal income tax, at the rate of 10%, and state income tax (if applicable) withheld from my coronavirus-related distribution. **Additional Amount to be Withheld (if any):**  
\$ \_\_\_\_\_
- B.** I **do not elect** to have federal or state income tax withheld from my coronavirus-related distribution.

**III. MARITAL STATUS**

I am legally married     YES     NO

If you checked "Yes," your spouse must complete the attached **SPOUSAL CONSENT FORM**.

**IV. SELF-CERTIFICATION AND SIGNATURE**

I certify that I meet one or more of the following criteria:

- I, my spouse, or my dependent have been diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (COVID-19) by a test approved by the CDC (Centers for Disease Control), or
- Due to the coronavirus, I have suffered adverse financial consequences because of:
  - Being quarantined, furloughed, laid off, or having my work hours reduced, or
  - My inability to work due to lack of childcare, or
  - The closing of or reduction of hours with respect to a business I own or operate, or
  - Other factors as provided in guidance issued by the Internal Revenue Service

I certify that this request, when combined with any other coronavirus-related distributions I have received from this plan or other plans and IRAs, does not exceed the \$15,000 limit.

I understand that I have the option to have this distribution directly deposited into my bank account by accessing mylife.jhrps.com to set up my banking information or to confirm existing banking information on file, if applicable.

I certify that there is no pending domestic relations order or court approved domestic relations order which has, or will, assign all or a part of my vested account to my spouse, former spouse, child or other dependent. I understand that a false statement by me may result in legal damages for which I will be fully responsible.

I also understand that the payment amount may be less than the specific dollar amount I have requested above due to Plan limitations and/or market fluctuations that may affect the amount available for withdrawal at the time payment is made.

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**Ohio Carpenters' Annuity Plan**

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Under penalties of perjury, I certify that:

1. The Social Security number / taxpayer identification number I provided on this form is my correct taxpayer identification number.
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person, including a U.S. resident alien (as defined in the IRS Form W-9 instructions).

**Certification Instructions**

You must check the box below if you have been notified by the IRS that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return.

I am subject to backup withholding as a result of a failure to report all interest and dividends.

Since the Plan is an account held in the United States, you are not required to provide a code indicating that you are exempt from FATCA reporting.

Note: The IRS does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESSED BY NOTARY PUBLIC (To be completed by Notary Public)**

State of \_\_\_\_\_, County of \_\_\_\_\_, ss.

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_ known (or satisfactorily proven) to me to be the person who executed the foregoing. In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

(SEAL)

My Commission Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**TO BE COMPLETED BY PLAN ADMINISTRATOR**

The request for the above Participant is:  APPROVED  NOT APPROVED

If approved, the Custodian is hereby authorized to process the request.

Plan Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Date form received by Plan Administrator: \_\_\_\_\_

**Return this form to: Human Resources Department, Ohio Carpenters' Annuity Fund, P.O. Box 31580  
Independence, OH 44131**

**SPOUSAL CONSENT FORM**  
**Ohio Carpenters' Annuity Plan**

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PARTICIPANT'S NAME	SOCIAL SECURITY NO.

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**SPOUSAL CONSENT (To be completed by the spouse of the Participant)**

\_\_\_\_\_  
Spouse's Name (Print)

\_\_\_\_\_  
Signature of Spouse  
(Must be signed and dated in presence of Notary)

\_\_\_\_\_  
Date

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**WITNESSED BY (To be completed by Notary Public)**

**NOTARY PUBLIC**

State of \_\_\_\_\_, County of \_\_\_\_\_, ss.

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_ known (or satisfactorily proven) to me to be the person who executed the foregoing Spousal Certification and acknowledged that he or she executed the same as his or her free act and deed. In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

(SEAL)

My Commission Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Return this form to: Human Resources Department, Ohio Carpenters' Annuity Fund, P.O. Box 31580  
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